



# American Society for Histocompatibility & Immunogenetics

1120 Route 73, Suite 200, Mount Laurel, NJ 08054

## Travel Reimbursement Voucher

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Are you an inspector trainee? Yes  No

It is requested that I be reimbursed for travel and other expenses in connection with ASHI business.

Purpose of Trip/Meeting: \_\_\_\_\_

Institution / ASHI Accreditation Number (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Directions: Please complete this form and e-mail it with copies of your itemized receipts to [info@ashi-hla.org](mailto:info@ashi-hla.org).

For your reference: ASHI's travel and reimbursement policies can be found here- <https://tinyurl.com/y94huvdp>

### ITEMIZED ACCOUNT

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Date								
Lodging								
Breakfast								
Lunch								
Dinner								
Transportation/Air								
Local Cab/Bus								
Parking								
Gratuities								
* Other								
***Automobile (miles) x .58 per mile (includes reimbursement for gas)								

\*\*\*Proof of mileage (MapQuest, Google Maps, etc.) is required by auditors. Odometer readings are not considered proof.

The ASHI Travel Fund was created to provide travel stipends to our members so that they can attend ASHI meetings. Please consider donating a portion of your reimbursement to the ASHI Travel Fund. Your donation is tax deductible. Thank you!

Sub-total: \_\_\_\_\_

Donate to the Travel Fund? \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

\* Other (Please provide explanation):

\_\_\_\_\_